



MERRILL  
MEMORIAL  
LIBRARY

## Volunteer Application

Thank you for your interest in volunteering at Merrill Memorial Library.

A staff member will review your application and contact you in a few days. Please let us know the best way to reach you.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Days Available to Volunteer (circle all applicable days)

Mon Tues Weds Thurs Fri Sat

Time of Day Available (We are open from 10-5 Mon, Thurs, Fri, from 10-3 Saturday\*, and from 10-7 Tues, Weds)

\* We are closed on Saturdays in July, August & all holidays

Do you have any special interests or skills you would like to share with us that apply to volunteering at the Library?

## **Tasks Available for Volunteers**

**Shelving:** Volunteer shelve sort, arrange, and shelve all formats of Library materials

**Qualifications:** Must be dependable

- Ability to accurately file both alphabetically and numerically
- Ability to follow written and oral instructions
- Ability to work independently
- Ability to push a weighted cart of books
- Ability to reach, bend, stretch, stoop and lift from standing, sitting and kneeling
- Ability to carry up to 10 lbs (i.e. an armload of books)
- Ability to adapt to repetitive activities
- Ability to work congenially with staff and patrons

**Shelf Reader:** Volunteer shelf readers keep Library materials in order in their sections

**Qualifications:** Must be dependable

- Ability to sort materials in alphabetical and/or Dewey Decimal order (trained)
- Ability to reach, bend, stretch, stoop and lift from standing, sitting and kneeling
- Ability to carry up to 10 lbs (i.e. an armload of books)
- Ability to adapt to repetitive activities
- Ability to work congenially with staff and patrons
- Ability to work independently

**Technical Services Assistant:** Help expedite material processing, clean and repair AV (audio visual) materials, minor repair of books

- Ability to employ accuracy in detail oriented tasks
- Ability to receive instruction from staff and abide by library policies
- Enjoy hands on library work
- Ability to alphabetize
- Ability to stand for at least 1 hour at a time
- Ability to work independently

**Youth Services Assistant:** Help in the Children's and Teen areas through shelving, shelf reading, organizing materials for programs, assisting librarian in running programs, taking down and cleaning up.

- Ability to follow instruction
- Ability to work independently
- Ability to work congenially with staff and patrons
- Ability to work well with children
- Ability to sort materials in alphabetical and/or Dewey Decimal order
- Ability to reach, bend, stretch, stoop and lift from standing, sitting, kneeling
- Ability to carry up to 10 lbs (i.e. an armload of books)
- Ability to adapt to repetitive activities

Questions contact us at 207-846-4763, or email Courtney at

[ckleftis@yarmouthlibrary.org](mailto:ckleftis@yarmouthlibrary.org)